

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
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INTELLIGENCE

USEUCOM Intelligence Information Systems
Corporate Management Process

1. **Summary.** To establish a formal process by which HQ USEUCOM can manage, monitor, and implement EUCOM Intelligence Information Systems. This process is referred to as the Corporate Management Process (CMP).

a. The CMP is designed to improve the efficiency and effectiveness of Intelligence Information Systems by providing a centralized and coordinated process. Because the CMP manages Intelligence Information Systems, all Components benefit from the synergistic effect of an integrated and organized Intelligence Information Systems architecture and migration plan.

b. The CMP ensures HQ USEUCOM and Components comply with the designated Intelligence Information Systems architecture and migration plan for both current and future systems. The heart of the CMP is in its ability to process, via a systematic approach, user requests for new or changes to existing systems.

NOTE: The CMP is not designed to correct problems or troubles with existing Intelligence Information Systems. The CMP is specifically designed to process new requirements or changes to existing systems. Users should refer to Reference A for instructions on how to report problems or troubles with current systems.

2. **Applicability.** This Directive applies to HQ USEUCOM and Component Intelligence directorates/staff offices in the USEUCOM Area of Responsibility (AOR).

3. **Internal Control Systems.** This Directive contains internal control provisions and is subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.

4. **Suggested Improvements.** The proponent for this USEUCOM Directive is the Plans Division, Intelligence Directorate, HQ USEUCOM (ECJ2-P). Suggested improvements should be forwarded to HQ USEUCOM, ECJ2-P, Unit 30400, Box 1000, APO AE 09128, or via message to USCINCEUR INTEL VAIHINGEN GE//ECJ2-P-SB//.

5. **Reference.**

a. HQ USEUCOM ED 40-7, *USEUCOM Intelligence Information Systems, Executive Corporate Management Board (ECMB) Charter.*

b. HQ USEUCOM ED 40-9, *USEUCOM Intelligence Information Systems, Functional Control Board (FCB) Charter & SOP.*

c. HQ USEUCOM ED 40-12, *USEUCOM Intelligence Information Systems, Systems Integration Management Office (SIMO) Charter & SOP.*

d. HQ USEUCOM ED 40-3, *USEUCOM Intelligence Information Systems, Theater Configuration Control Board (TCCB) Charter & SOP.*

e. HQ USEUCOM SM 100-6, *Configuration Management for the HQ USEUCOM Standard Automated Information Systems.*

f. HQ USEUCOM Intelligence Directorate, SOP Number 17, *Configuration Management for the HQ USEUCOM Intelligence Support System*.

6. **Explanation of Terms.** See Appendix A.

7. **Responsibilities.** The Director, USEUCOM Intelligence Directorate (ECJ2) is responsible for the execution and implementation of the CMP for all Intelligence Information Systems.

a. The USEUCOM Component Intelligence Directorates are responsible for assisting in the implementation and maintenance of the CMP.

b. Specifically, the Chief, USEUCOM Intelligence Plans Division (ECJ2-P) is charged with the annual review and update of this document.

8. **Policies.**

a. The CMP encompasses the following boards and offices:

- (1) Executive Corporate Management Board (ECMB).
- (2) Theater Configuration Control Board (TCCB).
- (3) Functional Control Board (FCB).
- (4) Engineering Review Board (ERB).
- (5) Systems Integration Management Office (SIMO).
- (6) Configuration Management Office (CMO).

NOTE: References A through F contain the Charters and Standard Operating Procedures (SOPs) for these Boards and Offices.

b. See Appendix B for a pictorial flow diagram of how these offices and boards interact.

c. The common link between each of these organizations is the Change Request (CR) process.

9. **Procedures.**

a. In order to effectively manage the Theater's Intelligence Information Systems, a detailed CR process was designed. The CR process, as described below, is intended to provide the user with a basic understanding of how the CR process works and who is responsible for various actions.

b. Although this process is formally structured, CRs that are emergency in nature, time sensitive or routine simple requests will be expedited via an abridged process.

NOTE: For a more detailed explanation of the CR process and a complete explanation of USEUCOM Configuration Management, see Reference F.

c. The following paragraphs contain the basic steps for processing CRs within the USEUCOM CMP.

(1) A user identifies the need for a CR, completes a CR form (see Appendix C for CR Form), and submits the CR to their site CMO. If no site CMO exists, the CR is sent directly to the Theater CMO.

(2) The site CMO reviews the CR to determine the category of the request. All CRs are divided into two categories;

(a) Class 1. CRs that impact or potentially impact external Intelligence Information Systems.

(b) Class 2. CRs that do not impact any Intelligence Information System, e.g., stand alone site unique processor.

(3) Class 2 CRs remain at the local site for completion. All Class 1 CRs are forwarded to the Theater CMO for introduction into USEUCOMs CR process.

NOTE: Site CMOs are responsible for providing the Theater CMO with a monthly listing of active Class 2 CRs. Negative response required. Listings can be e-mailed to ECJ2 SIMO personnel.

(4) The Theater CMO is the administrator for all Class 1 CRs. The CMO records each transaction and decision as the CR transitions from step to step.

To simplify the description of the CR process, these administrative steps have not been included. To review the entire CR process see Reference F.

(5) After the CR is recorded by the CMO, the CR is forwarded to the SIMO who reviews the CR for Class verification, migration plan consistency and overall feasibility. This process is designated as an Initial Impact Analysis (IIA).

(6) The CRs affecting the Intelligence Information Systems baseline are forwarded to the TCCB while the CRs requesting new requirements are forwarded to the FCB.

(7) The FCB reviews new requirement CRs for applicability and need. If the CR is accepted, the FCB prioritizes the CR and completes a Requirements Definition Document (RDD) before forwarding the package to the TCCB.

(8) The TCCB reviews inputs from the SIMO (baseline changes) and the FCB (new requirement CRs) and either makes a final decision or forwards the CR to a technical division for further research, e.g., study, CONOPS and/or complete Impact Analysis.

(9) The TCCB makes their final decision on the CR based upon the provided packages, e.g., study, CONOPS, Impact Analysis (IA). If the CR is accepted, the TCCB prioritizes the CR and assigns the appropriate site or division to prepare an Implementation Plan (IP).

(10) If the approved CR has major architectural impacts or significant fiscal ramifications, the CR is forwarded to the ECMB for final approval, prioritization and/or fiscal resourcing.

(11) Also, when the TCCB and the FCB disagree on new requirement CRs, the ECMB will provide the final guidance on the CR.

(12) After the ECMB has pro

vided its direction, the CR is returned to the TCCB where it is assigned to the appropriate site or division to design an Implementation Plan (IP).

(13) The assigned site or division prepares an IP in accordance with specifications established in Reference F. The IP is then forwarded to the Theater SIMO for review before being submitted to the TCCB for approval.

(14) The TCCB in coordination with resource personnel review each IP and verify that the required fiscal outlays are available before authorizing execution of the approved IP.

(15) Once the IP is approved, the site which designed the IP will commence implementation IAW the approved plan.

(16) In order to monitor the CR implementation, the implementing site is to prepare and submit an Interface Control Document (ICD) and a Monthly Integration Report to include a Transition Plan to the Theater SIMO. These reports and documents are then forwarded to the TCCB for review.

(17) The SIMO is responsible for monitoring the implementation process, as well as, providing the ECMB with periodic updates on the status and condition of all Intelligence Information Systems.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

RICHARD F. KELLER
Lieutenant General, USA
Chief of Staff

SUSAN M. MEYER
LTC, USA
Adjutant General

Appendixes

A - Explanation of Terms

B - Theater Corporate Management Process Diagram

C - Instructions for Preparation of Intelligence Information
Systems Change Request Form

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Appendix A

Explanation of Terms - Abbreviations

AOR	Area of Responsibility
CI	Configuration Item
CMO	Configuration Management Office
CMP	Corporate Management Process
CR	Change Request
DoDIIS	Department of Defense Intelligence Information Systems
ECMB	Executive Corporate Management Board
ERB	Engineering Review Board
FCB	Functional Control Board
IA	Impact Analysis
ICD	Interface Control Document
IIA	Initial Impact Analysis
IP	Implementation Plan
LAN	Local Area Network
RDD	Requirements Definition Document
SIMO	Systems Integration Management Office
TCCB	Theater Configuration Control Board
USEUCOM	Headquarters United States European Command

Explanation of Terms - Definitions

a. Configuration Item (CI). A CI is an aggregation of hardware or software that satisfies an end use function and is designated by the Government for separate configuration management.

b. Configuration Management (CM). As applied to CIs, a discipline applying technical and administrative direction and surveillance over the life cycle of items to:

(1) Identify and document the functional and physical characteristics of CIs.

(2) Control changes to CIs and their related documentation.

(3) Record and report information needed to manage CIs effectively, including the status of proposed changes and implementation status of approved changes.

(4) Audit CIs to verify conformance to specifications, drawings, interface control documents and other contract requirements.

NOTE: See Reference F for a complete description of CM.

c. Configuration Management Office (CMO). The CMO provides administrative support to the Theater Configuration Control Board (TCCB). The CMO is responsible for receiving, logging, and tracking Change Requests (CRs) through completion or cancellation.

d. Corporate Management Process (CMP). A process to manage, monitor, implement and maintain the Intelligence Information Systems.

e. Change Request (CR). A proposed change which; (1) requests a new or modified capability; (2) requests the services needed for installation, assembly, connectivity and/or testing of hardware; and (3) identifies hardware, software and documentation problems for a standard Intelligence Information

System.

f. Engineering Review Board (ERB). A support function for identifying and evaluating technical alternatives and recommending preferred solutions for integration into the operational environment.

g. Executive Corporate Management Board (ECMB). The senior policy and decision-making authority for Intelligence Information Systems related matters. The Director, Intelligence Directorate HQ USEUCOM is the Chairman of this board. See Reference A for the ECMBs complete Charter.

h. Functional Control Board (FCB). A combined management team for identifying, documenting, validating, prioritizing, and advocating user requirements from Intelligence Directors down to system users. The Executive Intelligence Analyst, Intelligence Directorate, HQ USEUCOM is the Chairman of this board. See Reference B for the FCBs Charter and SOP.

i. Intelligence Information Systems. The amalgamation of computer and communications systems that provide automated intelligence support.

j. Interface Control Document (ICD). An interface control drawing or other documentation which depicts physical and functional interfaces of related or co-functioning items.

k. Requirements Definition Document (RDD). Document containing functional requirements and mission needs statements for new Intelligence Information Systems.

l. System Integration Management Office (SIMO). A management team for identifying and monitoring new Intelligence Information Systems development, integration, and maintenance activities to ensure they conform to Department of Defense Intelligence Information Systems (DoDIIS) and Theater

migration plans. See Reference C for the SIMOs Charter and SOP.

m. Theater Configuration Control Board (TCCB). Decision-making body for changes to all Theater Intelligence Information System applications and system baselines. Responsible for maintaining the Theater's Intelligence Information Systems within DoDIIS and USEUCOM standards and migration plans, managing USEUCOMs CR process, and implementing Theater and Component requirements, to include JTFs and CTFs.

The Deputy Director, Intelligence Directorate HQ USEUCOM is the Chairman of this board. See Reference D for the TCCBs Charter and SOP.

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Appendix C

Instructions for Preparation of Intelligence Information Systems Change Request Form

INSTRUCTIONS

The originator of the CR must provide information in the boxes of the CR that are designated with an "*":

HARDWARE NOTE: Maintenance people relocating or installing hardware report this change by listing the hardware on the back page of the Hardware Turnover Form (see Reference F, Exhibit G-2 in Appendix G) copied onto or attached to the back of your CR form. On the back of the HTF, fill in the information about the hardware (indicated by the column header) in a row for each piece of hardware.

EMERGENCY PROBLEM NOTE: Emergency problems are handled more quickly. The basic tool for tracking emergency maintenance will be the preparation (prior to commencing the programming, installation, or repair effort) of a CR by the maintenance person doing the work. The problem must be fully identified and, in addition, the maintenance person must identify all of the changes and describe them on the CR, in detail, before the changes are made. The CR must be turned in to Configuration Management no later than the first work day following the repair. Depending on the type of repair, a Software or Hardware Turnover Form must also accompany the CR. The Configuration Manager will make sure that the changes are updated to the CM baseline. Working with the supervising team leader of the maintenance person, CM will also ensure that all applicable documentation is updated.

*Block 1 System name: **Intelligence Information Systems.**

Block 2 To be completed by ECJ2.

*Block 3 One of the following categories based on the operational impact of the problem or proposed change:

Emergency (E). An emergency category shall be assigned for either of the following reasons:

(1) to affect a change in operational characteristics which, if not accomplished without delay, may seriously compromise national security; or

(2) to correct a hazardous condition which may result in fatal or serious injury to personnel or in extensive damage or destruction of equipment. (A hazardous condition usually will require withdrawing the item from service temporarily, or suspension of the operation, or discontinuance of further testing or maintenance pending resolution of the condition.)

Urgent (U). An urgent category shall be assigned for either of the following reasons:

(1) to affect a change which, if not accomplished expeditiously, may seriously compromise the mission effectiveness of deployed equipment of forces; or

(2) to correct a potential hazardous condition, which if uncorrected could result in injury to personnel or damage to equipment. (A potentially hazardous condition compromises safety and embodies risk, but within reasonable limits, permits continued use of the affected item provided the operator has been informed of the hazard and appropriate precautions have been defined and distributed to the user.); or

(3) to affect a change which, if delayed, would cause a schedule slippage or increase cost or where expedited processing of the change will be a major factor in realizing a cost saving to the Government.

Routine (R). A routine category shall be assigned when emergency or urgent is not applicable.

- Block 4 To be completed by ECJ2.
- *Block 5 Short unclassified title of the CR.
- *Block 6 Requirement number which is affected, if applicable. Identification assistance will be provided by the assigned OPR in ECJ2.
- *Block 7 Name of the originator of the CR.
- *Block 8 Office symbol and phone number of the originator of the CR.
- *Block 9 Date of submission of the CR in YYYYMMDD date format.
- Block 10 To be completed by ECJ2.
- Block 11 To be completed by ECJ2.
- *Block 12 Provide either:
- (1) a detailed description of the problem. Note how the problem was first recognized, and information to enable duplication of the problem if possible (provide as much specific technical information as possible); or
 - (2) a detailed description of the requested change including the advantages of implementing the change and the consequences and impacts if the change is not implemented; or
 - (3) a description of the hardware and the services required to relocate, install, assemble, connect, and/or test the hardware. The location of the hardware (present and/or future) should be included if known.
- *Block 13 Provide justification for submitting CR, i.e., why the CR needs to be approved.
- *Block 14 State the impact if the CR is disapproved. Also, select the proper mission impact code.
- *Block 15 Provide site Special Security Office (SSO) POC, if required.
- *Block 16 Provide site Information System Security Officer (ISSO) POC, if

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required.

*Block 17 To be approved by submitter's Division Chief.

Block 18 To be provided by the assigned OPR in ECJ2.

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